

NUTRITION SERVICES DIVISION MANAGEMENT BULLETIN

No.: 00-409

TO:	All Food Distribution Agencies	ISSUE DATE: July 2000
FROM:	Commodity Distribution Unit, Food Distribution Program	
ATTENTION:	Food Service Directors	
SUBJECT:	United States Department of Agriculture (USDA) Commodity Transfer Procedures	
REFERENCE:	Commodity Administrative Manual, Chapter 6	

This Management Bulletin provides information on the commodity transfer procedures delineated in Chapter 6 of the Commodity Administrative Manual.

Any USDA-donated food transferred to another eligible agency must be reported to the Food Distribution Program (FDP). The following are the procedures used to transfer USDA donated food:

- ?? Contact the commodity consultant serving your area to obtain the "USDA Donated Food Transfer" form. (A sample of this form is attached.)
- ?? Complete the form, including the signature of each party (sending agency, receiving agency, and processor, if applicable) involved, quantity, age, pack date, and condition of the food.
- ?? Return the form to the commodity consultant. **The food should not be transferred without prior FDP approval.**

The FDP commodity consultant will sign the transfer form and forward it to all parties involved in the transfer. After the approved transfer form has been received, the physical transfer of the USDA donated food may take place. All parties must retain an approved copy of the transfer form to support inventory adjustments related to the transfer.

It should be noted that USDA donated food cannot be sold or exchanged. Donated food cannot be ordered specifically for the purpose of transferring it to another agency, and any transfer of donated food shall include only excess inventory. The sending agency may recover the service and handling charge, but cannot request the fair market value of the donated food.

Agencies that agree to receive USDA-donated foods are required to comply with the following specific USDA requirements:

- ?? Maintain accurate inventory records to determine monthly usage.
- ?? Utilize commodities within six months of receipt or by the "best-if-used-by" date.
- ?? Rotate stock so that the oldest pack is used first.
- ?? Insure storage areas are free from rodent, insect, and other infestation.

If you have any questions regarding this Management Bulletin, please contact: Amy Bell, R.D., Child

Nutrition Consultant for Southern California, at (916) 322-5051 or abell@cde.ca.gov; Carol Guenther-Wilson, Child Nutrition Consultant for Northern California, at (916) 324-9875 or cguenthe@cde.ca.gov. They may also be reached at (800) 952-5609.

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